

**NH DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, NH 03301**

**Administrator IV – Bureau of Credentialing**

(\$63,531.00 - \$76,186.50)

The New Hampshire Department of Education, Division of Program Support – Bureau of Credentialing is seeking applications for a full-time Administrator IV to administer agency objectives by authorizing and directing the planning, administering and evaluation of long term policies relative to the state's program for the credentialing of educators and approval of teacher education programs. In addition, the Administrator will oversee the implementation of a major technology program that will impact the entire Department.

**ACCOUNTABILITIES:**

- Authorizes the development and evaluation of statewide policies and programs for certification and recertification of all licensed educators, including approval of educator preparation programs and approval of local master plans for the professional development of staff.
- Works collaboratively with the Administrator of the Teacher Education program
- In conjunction with the Department of Safety, provides oversight for the Driver Education program.
- Represents the Bureau at meetings of the Professional Standards Board and the Council for Teacher Education. Directs the work of task forces convened by the Professional Standards to update administrative rules governing preparation, certification and professional development of educators.
- Directs the work on development of administrative rules and interprets state law and administrative rules that govern the teaching profession.
- Develops and manages the Bureau budget, including directing statewide initiatives. Projects future budget needs and anticipates fee increases to cover costs.
- Directs the management of the Bureau to ensure the most efficient, effective assignment of staff and implements major realignment of responsibilities necessitated by the application of technology; ensures Bureau staff receive yearly performance appraisal and approves annual increment for staff who achieve satisfactory work performance.
- Works directly with school administrators, teacher organizations, and institution of higher education on the preparation, hiring, professional development and retention of educators.
- Coordinates the validation of Education Testing Service content area tests for educators. Prepares reports for the State Board of Education relative to the appropriateness of the tests and, based on data analysis, recommends passing scores.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with a major study in Education, Educational Administration, Educational Policy, Planning and Administration or a related field.

**Experience:** Eight years' experience in educational program administration in a state or local educational setting, five years of which must have been in a management level position involving administrative supervisory duties concerned with human resources or education program administration. Knowledge of state education law and administrative rules governing the credentialing of educators and approval of teacher education programs is essential.

**Or**

**Education:** Bachelor's degree from a recognized college or university with a major study in Education, Educational Administration, Educational Policy, Planning and Administration or a related field.

**Experience:** Nine years' experience in educational program administration in a state or local educational setting, five years of which must have been in a management level position involving administrative supervisory duties concerned with human resources or education program administration. Knowledge of state education law and administrative rules governing the credentialing of educators and approval of teacher education programs is essential.

Questions relative to the position should be directed to Dr. Judith Fillion at (603) 271-3855, [jfillion@ed.state.nh.us](mailto:jfillion@ed.state.nh.us). Obtain and return an application from Human Resources Office, NH Department of Education, 101 Pleasant Street, Concord, NH 03301, (603) 271-6642, [jobs@ed.state.nh.us](mailto:jobs@ed.state.nh.us). An application may also be downloaded from the Division of Personnel Web site at <http://admin.state.nh.us/hr/employmentlisting.html>. Please reference **position #13190** on the application and include copies of all college transcripts along with the completed application. **Closing Date: October 8, 2010**

Equal Employment Opportunity Employer

**Employees required to pay agency fee/union dues.**